

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, March 18, 2020
7:00 p.m.
Merrill Airport Terminal

Voting Members: Gary Schwartz, (Chairman), Lyle Banser, Joseph Malsack,
Gary Schulz, Mike Rick Jr. (Alderman)

1. Call to Order
2. Approval of Meeting Minutes from February 19, 2020
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Entitlement Projects
6. Young Eagles Day
7. Manager's Report
8. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Lighting Inside
 - Airport Signage
 - Fiber Optic Project
9. Chairman's Report
10. Aviation Happenings
11. Public Comment
12. Agenda Items for Next Meeting
13. Adjournment

Gary Schwartz, Chairman
Merrill Airport Commission

The Merrill Airport is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill Airport at 715-536-2024.

NOTE, MEETING TIME HAS BEEN MOVED TO 7:00 PM FOR THE SUMMER

Minutes Merrill Airport Commission

Wednesday February 19, 2020

Present: Gary Schwartz (Chairman), Joe Malsack, Gary Schulz via phone, Lyle Banser via phone and Mike Rick Jr. (Alderman).

Also: Steve Krueger, Larry Wenning, Rich McCullough (Airport Manager), Luke Lazare.

1. Gary called the meeting to order at 6 pm.
2. January minutes were reviewed. Mike Rick made a motion to approve the minutes, Joe Malsack seconded. Motion passed.
3. Vouchers were passed around and discussed. Gary Schulz made a motion to approve paying the vouchers, Joe Malsack seconded, Motion passed.
4. Runway 16/34 project: Still waiting on the data to be reviewed and the correction adjustments made to calculate cross wind component for the crosswind 16/34 runway.
5. Entitlement Projects: Gary Schwartz received all the documents from the city to move forward on the AWOS update, GEE sealer project, fixing drainage on the t-hangers, 3 tie downs by the new terminal building. These will be forwarded to the State of Wisconsin to get the required signatures and approval to use the funds.
6. Discussion on Airport Day: Friends of the Airport met and decided to not continue Airport Day due to lack of help and need for change. Attendance has been going down.
7. Discussion on Young Eagles Day: EAA is having an International Young Eagle day on June 13, 2020. The idea is to piggy back onto EAA's website and advertising. EAA will insure the pilots/event in accordance with their program. We will be having another meeting March 16, 2020 at 7 pm in the new terminal building to work out details. Ground personnel and pilots will be needed. Some of the pilots already volunteered to help. They are required to do a background check and a youth protection class with EAA before flying any kids. These are free flights to kids between the ages of 8 and 17, to encourage youth to start flying or enter into some type of aviation career. Time frame: is registration from 8 to 11 am, and fly until all registered kids have had their rides (Weather permitting). Joe Malsack made a motion to not

13. Agenda Items for Next Meeting: lighting inside and outside, airport signage with Tom O'Neal. Young Eagles event.
14. A motion to adjourn was made by Joe Malsack, seconded by Mike Rick. Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2020

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,500.00	7,910.86	12,210.86	47.89	13,289.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	7,910.86	12,210.86	47.89	13,289.14
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
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TOTAL REVENUES	25,500.00	7,910.86	12,210.86	47.89	13,289.14
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	64.04	125.32	10.03	1,124.68
TOTAL Personnel Services	1,250.00	64.04	125.32	10.03	1,124.68
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	9,106.44	16.67	45,532.56
53510-02-15500 Snow Removal Services	8,000.00	1,558.80	2,359.80	29.50	5,640.20
53510-02-15550 Mowing Services	8,000.00	0.00	0.00	0.00	8,000.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	0.00	0.00	6,000.00
53510-02-21000 Water and Sewer	1,000.00	0.00	0.00	0.00	1,000.00
53510-02-22000 Electric and Natural Gas	13,500.00	1,278.34	2,719.18	20.14	10,780.82
53510-02-24000 Crack Filling	0.00	0.00	0.00	0.00	0.00
53510-02-24250 Electrical Maint/Repair	4,000.00	638.23	638.23	15.96	3,361.77
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	0.00	0.00	750.00
53510-02-24700 Terminal Maint/Repair	16,250.00	0.00	0.00	0.00	16,250.00
53510-02-24703 LED Lighting Improvements	0.00	0.00	0.00	0.00	0.00
53510-02-24711 SRE Building	0.00	0.00	0.00	0.00	0.00
53510-02-24725 FBO Hanger Maint/Repairs	500.00	0.00	0.00	0.00	500.00
53510-02-24733 New Terminal - Maint	750.00	0.00	0.00	0.00	750.00
53510-02-24735 Cleaning - New Terminal	1,250.00	0.00	0.00	0.00	1,250.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	37.06	74.42	8.27	825.58
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
53510-02-31117 Compass Rose Project	0.00	0.00	0.00	0.00	0.00
53510-02-31777 Legal Notice-Public Heari	0.00	0.00	0.00	0.00	0.00
53510-02-91000 AWOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	116,419.00	8,065.65	14,898.07	12.80	101,520.93

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2020

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	500.00	0.00	0.00	0.00	500.00
53510-03-32000 Education & Conference	100.00	0.00	0.00	0.00	100.00
53510-03-40000 Operating Supplies	2,000.00	0.00	0.00	0.00	2,000.00
53510-03-41000 Promotion - Airport Day	3,000.00	0.00	0.00	0.00	3,000.00
53510-03-41500 Airport Promotion	500.00	280.00	280.00	56.00	220.00
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	0.00	0.00	3,250.00
53510-03-42575 Fiber - Charter	5,225.00	917.00	1,834.00	35.10	3,391.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	1,000.00	0.00	0.00	0.00	1,000.00
53510-03-50750 Equipment Maint/Repair	4,500.00	0.00	0.00	0.00	4,500.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	112.18	217.18	14.48	1,282.82
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	446.94	1,116.65	19.42	4,633.35
TOTAL Supplies & Expenses	27,325.00	1,756.12	3,447.83	12.62	23,877.17
TOTAL EXPENDITURES	144,994.00	9,885.81	18,471.22	12.74	126,522.78
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(1,974.95)	(6,260.36)	0.00	(113,233.64)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2020

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43515-46450 Jet-A Fuel Sales	33,900.00	2,014.98	3,273.58	9.66	30,626.42
43515-46457 100LL Fuel Sales	55,000.00	1,255.97	1,926.58	3.50	53,073.42
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	3,270.95	5,200.16	5.85	83,699.84
Miscellaneous Revenues					
43515-48500 F84 Memorial Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
Other Financing Sources					
43515-53025 Donations/Door Sales	0.00	0.00	0.00	0.00	0.00
43515-53027 Tax Refund-T of Merrill	0.00	0.00	0.00	0.00	0.00
43515-53333 CC - Car Rentals	100.00	0.00	0.00	0.00	100.00
TOTAL Other Financing Sources	100.00	0.00	0.00	0.00	100.00
TOTAL REVENUES	89,000.00	3,270.95	5,200.16	5.84	83,799.84
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	559.95	559.95	22.40	1,940.05
53515-02-25022 Telephone-Fuel Pumps	0.00	113.66	228.26	0.00	(228.26)
53515-02-25028 Telephone-CC Line	925.00	77.77	155.54	16.82	769.46
TOTAL Contractual Services	3,425.00	751.38	943.75	27.55	2,481.25
Special Services					
53515-04-51000 Jet-A Truck Repair/Maint	1,000.00	0.00	0.00	0.00	1,000.00
53515-04-52666 Fuel Credit Card Fees	2,000.00	96.51	156.64	7.83	1,843.36
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	0.00	0.00	20,000.00
53515-04-53250 100LL Fuel Purchases	60,000.00	0.00	0.00	0.00	60,000.00
53515-04-53333 Rental Car - Paid via CC	100.00	0.00	0.00	0.00	100.00
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	83,250.00	96.51	156.64	0.19	83,093.36
Fixed Charges					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	0.00	0.00	1,625.00
TOTAL Fixed Charges	1,625.00	0.00	0.00	0.00	1,625.00
Capital Outlay					
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
53515-08-85000 Property-Demo-Seed	0.00	0.00	0.00	0.00	0.00
53515-08-85111 Property Tax-Land Acq.	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	88,900.00	3,270.95	5,200.16	5.84	83,799.84

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AS OF: FEBRUARY 29TH, 2020

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	89,000.00	3,270.95	5,200.16	5.84	83,799.84
FUND TOTAL EXPENDITURES	<u>88,300.00</u>	<u>847.89</u>	<u>1,100.39</u>	<u>1.25</u>	<u>87,199.61</u>
REVENUES OVER/ (UNDER) EXPENDITURES	<u>700.00</u>	<u>2,423.06</u>	<u>4,099.77</u>	<u>0.00</u>	<u>(3,399.77)</u>

*** END OF REPORT ***